

# Westview Community Organization, Inc. Bylaws

Revised and Restated January 7, 2019

## ARTICLE I: Name and Boundaries

**Section 1.1 Name:** The name of this organization shall be the Westview Community Organization, Incorporated (WCO). The WCO is recognized as one of the distinct neighborhoods in City of Atlanta Neighborhood Planning Unit T (NPU T) and, as such, the organization represents the interests of the Westview Community in all matters that fall within its boundaries (as defined in Section 1.2 Boundaries).

**Section 1.2 Boundaries:** Westview's boundaries are defined by the following:

North: Interstate 20 from the intersection of Langhorn Street SW to the overpass of Westview Drive.

East: The midline of Langhorn Street SW from I-20 south to Cascade Avenue SW.

South: The midline of Cascade Avenue SW from Langhorn Street SW west to Beecher Street SW.

West: The midline of Beecher Street from the intersection of Cascade Avenue SW to the intersection of South Gordon Street SW.

Northwest: The midline of South Gordon Street SW, north along Westmeath Drive SW and Derry Avenue SW to Westview Cemetery.

## ARTICLE II: Purpose, Motto, and Mission Statement

**Section 2.1 Purpose:** The purpose of the Westview Community Organization shall be to promote and further the common good, general welfare and interests of all residents of the Westview Community.

**Section 2.2 Motto:** The motto of the organization is: "Promoting the 'best view' in Atlanta: a view which reveals a community in motion creating a better reality for all."

**Section 2.3 Mission:** The mission of the WCO is to enhance the quality of life of community residents and promote a sense of security, pride and commitment by implementing programs and activities that mobilize and leverage the spirit of community to resolve problems, promote growth and engagement, and address community needs.

## ARTICLE III: Membership and Dues

**Section 3.1 Membership:** Any Westview resident or property owner may become a Member of the WCO. Members are classified as follows:

- A Regular Member is any resident who lives in Westview. Annual Dues are \$25.00 per calendar year for individuals or \$40.00 per calendar year for households. Community members 65 years and older are eligible to be exempted upon request. A Regular Member must pay his/her Annual

Dues by March 31st of the current calendar year. Any new candidate for membership must pay his/her Annual Dues at the time of notification of his/her intent to become a Regular Member or no later than the next Regular Meeting.

- An Associate Member is any residential property owner within the boundaries of Westview who espouses and promotes the goals and objectives of Westview but who does not reside within the boundaries of the community. Annual Dues are \$50.00 per individual per calendar year.
- A Sponsor Member is an organization or business that espouses and promotes the goals and objectives of Westview and may or may not reside or operate in Westview. Annual Dues are \$100.00 per calendar year.
- It is the goal of the WCO that all residents of Westview be able to become members of the WCO. If there is a case of financial hardship the executive board may grant an exemption.
- Membership is non transferable and non refundable.

**Section 3.2 Membership Standing:** A “Member in Good Standing” is defined as a Regular Member, Associate Member or Sponsor Member who has paid his/her Annual Dues for the current calendar year (as described in “Membership and Dues” of Article III) and who attends two (2) of the last four (4) regular community meetings.

- Members are eligible to attend meetings digitally via livestream. Members who watch after the live stream are not eligible to be counted (for voting purposes). To be counted, a member must attend 51% of the live stream. Members will be eligible to vote via the livestream.
- Only Members in Good Standing shall be eligible to vote on the business of the WCO or become a WCO Officer or serve as the Chairperson (or Co-Chair) of any WCO Standing Committee.

**Section 3.3 Resignation:** Any member may resign his/her membership in the WCO by notifying the Secretary in writing or by electronic transmission. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

**Section 3.4 Termination:** The Secretary shall terminate the membership of any member who: dies; resigns; fails to renew his/her membership by the time provided in Sections 3.1 and 3.2 of this Article; or, in the determination of the secretary, is no longer eligible for membership under this article.

## **ARTICLE IV: Meetings**

**Section 4.1 Regular Meetings:** The Regular Meeting of the WCO will be held on the first Monday of each month (unless a different date is published on an annual calendar) and shall be held on the campus of Calvary United Methodist Church, 1471 Ralph David Abernathy Blvd Atlanta, GA 30310. Regular Meetings will start at 7:00 p.m. Eastern Standard Time (EST). Meetings will end at 8:30pm EST, unless an extension is authorized at such meeting by a simple majority vote. Any change in the date of a published Regular Meeting shall require the approval of the full Executive Committee.

All presentations proposed for the regular meeting shall first be vetted by the proper standing Committee before being placed on the agenda and presented to the general body. The Executive Committee may or may not choose to express their opinion/recommendations including support or opposition of the merits of the presentation.

**Section 4.2 Meeting Agendas:** The WCO President shall have final authority to define the agenda for all regular meetings.

**Section 4.3 Agenda Discussion:** Each member will be limited to two (2) comments lasting no longer than three (3) minutes timed discussion on any item.

**Section 4.4 Guest Presentations:** Guest presentations and question and answer periods will be limited to five (5) minutes each.

**Section 4.5 Voting:** Members in good standing will be eligible to vote on all matters on the meeting agenda. A simple majority of 50% plus one will constitute a majority.

**Section 4.6 Governance:** The latest edition of Robert's Rules of Order shall govern the facilitation of meetings in all cases in which the rules apply and do not conflict with these Bylaws.

**Section 4.7 Special Meetings:** The President shall have the authority to call a special meeting. The President or the Executive Board may notify WCO members by email or social media, stating the purpose of said special meeting. A three days notice shall be given in advance of the meeting.

**Section 4.8 Emergency Meetings:** An emergency meeting is defined as a special meeting called without a three day notice. An emergency meeting shall only be called after a unanimous vote of the Executive Board. WCO members may be notified by email or social media and a written copy of the meeting minutes should be forwarded to all members.

**Section 4.9 Inclement Weather:** In case of inclement weather, the President shall have the authority to cancel, postpone, or convene the meeting.

## **ARTICLE V: Officers**

**Section 5.1 Purpose:** Officers shall uphold and promote Article II of the Bylaws and manage the organization's day-to-day activities. Specific duties for each office are outlined in Article VI in these Bylaws.

**Section 5.2 Composition:** The Officers of the WCO shall include the following:

- President
- Vice President
- Secretary
- Treasurer
- Chaplain

**Section 5.3 Term of Office:** Officers shall be elected by Members in Good Standing to serve a one-year term.

**Section 5.4 Election Period:** WCO Officers election shall be held on an annual basis. Officers shall be elected in December during the Regular Meeting.

**Section 5.5 Qualifications:** Each Officer must be a Member in Good Standing (as defined in Article III) at all times during his/her Length of Term in Office. Any candidate for office must be a Member in Good Standing at the time of nomination.

**Section 5.6. New Officers:** New Officers shall assume their positions in the month of January immediately following the election. The new Officers shall develop a common plan of action, which should include a review of the existing organization and any changes for the upcoming year. The plan of action shall be submitted to the membership on or before the Regular Meeting in January.

**Section 5.7 Vacancies:** Vacancies (for any reason) in any of the WCO Officer positions shall be filled by the Executive Board and approved by a simple majority (50% plus one) of Members in Good Standing at a designated Regular Meeting.

- In the event an Officer fails to maintain the qualifications or prescribed duties of his/her office, a narrative statement identifying the deficiencies and a petition containing signatures of the remaining Executive Board shall be presented to the general membership of the WCO. The membership shall review the documents during the next Regular WCO Meeting. The Officer in question shall be allowed a rebuttal at the Regular Meeting immediately following the Executive Committee's recommendation.
- A 2/3 majority vote of present Members in Good Standing is required for the removal of an Officer. The vote for removal from office will take place immediately after the rebuttal by the Officer in question.

## **ARTICLE VI: Duties of Officers**

**Section 6.1 President:** The duties of the President are as follows: The President of the WCO is charged with effectively leading the organization, and representing the community in all official matters. The President is charged with setting the agenda for all WCO meetings and ensuring that proper order is kept during all meetings. The President also is charged with appointing the Directors of all Standing Committees or forming Ad Hoc Committees as needed.

**The President is expected to commit to the following:**

- **A monthly WCO Executive Board Meeting**
- **The monthly community meeting held on the 1st Monday of every month, pending holidays**
- **The NPU Executive Board Meeting held monthly**
- **The NPU General Body Meeting held monthly**
- **A yearly WCO Executive Board Retreat**

The President is expected to lead from the front and should make every effort to attend all official community events.

**Section 6.2 Vice President:** The duties of the Vice President are as follows: to assist the President in providing effective leadership to the organization. If the President, for any reason, vacates the chair or is absent from the meeting, the Vice President should assume the position of chair.

The Vice President is expected to commit to the following:

- A monthly WCO Executive Board Meeting
- The monthly community meeting held on the 1st Monday of every month, pending holidays
- The NPU General Body Meeting held monthly
- A yearly WCO Executive Board Retreat

The Vice President is expected to lead from the front and should make every effort to attend all official community events.

**Section 6.3 Secretary:** The Secretary is the custodian of all of the organization's records, except those specifically assigned to others, such as the Treasurer's book. This person will keep records of all minutes, keep on file all committee reports, keep the organization's official membership roll, maintain official documents, maintain copies of the Bylaws, special rules of order, standing rules and minutes, and in the absence of the President and Vice President, call the meeting to order and preside until the immediate election of a Chairperson pro tempore.

The Secretary is expected to commit to the following:

- A monthly WCO Executive Board Meeting
- The monthly community meeting held on the 1st Monday of every month, pending holidays
- A yearly WCO Executive Board Retreat

**Section 6.4 Treasurer:** The duties of the Treasurer will be to receive all monies collected during each monthly meeting and fundraising event, to make deposits to the organization's account, to disburse any funds for expenditures approved by the organization or Executive Board, and shall prepare a financial statement for submission to the community at each Regular Meeting.

The Treasurer is expected to commit to the following:

- A monthly WCO Executive Board Meeting
- The monthly community meeting held on the 1st Monday of every month, pending holidays
- The serve on the NPU T Finance committee as called upon
- A yearly WCO Executive Board Retreat

**Section 6.5 Chaplain:** The duties of the Chaplain will be to open and close each meeting with appropriate thoughts, serve as organizational contact person to identify sick and deceased community members, and to coordinate illness and bereavement acknowledgements on behalf of the WCO to the community.

## ARTICLE VII: Committees

**Section 7.1 Executive Board:** The Executive Board shall be composed of the officers and chairpersons of the standing committees. This committee shall be empowered to act between regular meetings when

necessary. It shall be responsible for setting the details of the organization's monthly agenda, have general supervision of the affairs of the organization, makes recommendations to the organization, and perform other duties as specified by the organization. None of the Executive Committee's acts shall conflict with decisions or actions taken by the organization.

**Section 7.2 Standing Committees:** The President shall appoint chairpersons of Standing Committees whose appointment shall be confirmed by a vote of the membership. Standing committees are recommended to consist of at least three persons and will have standing authority to act for the organization along lines consistent with each committee's mandate. The Standing Committees are as follows:

- **Executive:** The Executive Committee will be led by the President of the WCO. The committee will be comprised of all elected officials, standing committee directors and current ad hoc committee directors or designees. The executive committee is tasked with providing the WCO with support in its decision making processes.
- **Development:** The Development Committee will be led by the Development Director. The Development Director shall work with the Treasurer to execute the community fundraising strategy. Also, she/he will coordinate efforts within the organization to implement the Westview Master Plan, and work with governmental agencies, such as the Department of Planning, Office of Transportation and Atlanta BeltLine, and private developers/property owners on initiatives pertaining to development in the neighborhood.
- **Youth and Education:** The Youth and Education Committee will be led by the Youth and Education Director. The committee will serve as the community liaison between like minded educational groups, the Washington Cluster and other area schools and the community. The Youth and Education Director will also oversee the community youth council in conjunction with the youth council director.
- **Zoning and Public Safety:** The Zoning Committee will be led by the Zoning Director. The committee will identify code enforcement violations, review and coordinate WCO response to zoning petitions. Also, the committee will work with the community Code Enforcement Officer to ensure proper adherence to zoning laws in the community. The committee will also coordinate the organization's response to crime and crime prevention, fire safety, thoroughfares and traffic patterns, relations with public safety officials, and organize the annual National Night Out event.
- **Beautification:** The Beautification Committee will be led by the Beautification Director. Spearhead beautification activities throughout the neighborhood including maintenance of the neighborhood parks and triangles.
- **Community Garden:** The Community Garden Committee will be led by the Community Garden Director. The committee will coordinate all activities related to the community garden including; planting, maintenance, and fundraising in conjunction with the Development Director and Treasurer.
- **Communications and Events:** The Communications and Events Committee will be led by the Communications and Events Director. The committee will coordinate regularly scheduled activities as well as facilitate WCO involvement in events and activities spearheaded by external organizations. Additionally, under the leadership of the Communications and Events Director, the committee will oversee the communication strategy of the community including the monthly newsletter, social media, and website.

- **Community Engagement:** The Community Engagement Committee will be led by the community engagements director. The committee shall oversee the “This Old House Westview” initiative as well as oversee the relationship between the larger community and Westview.
- **NPU and Advocacy:** The NPU and Advocacy Committee will be led by the NPU and Advocacy Director. The committee shall serve as the liaison between the WCO and the NPU. The Director will coordinate the WCO response to advocacy by the NPU and community at large. The Advocacy Director will serve as the proxy for the President if he/she must be absent from NPU meetings or events.

**Section 7.3 Ex Officio Members:** The President and Vice President shall be an ex officio member of all committees empowered to appoint special committees or additional standing committees based on the priorities of the community.

### **ARTICLE VIII: Amendments**

**Section 8.1 Amendments:** These Bylaws may be amended at any monthly meeting by a vote of two-thirds of the members present and voting, providing notice has been given at the previous meeting.

**Section 8.2 Annual Review:** The bylaws should be reviewed annually for updates and revisions. The President will annually appoint an ad hoc committee to review the Bylaws and present potential changes to the Executive Board.

### **ARTICLE IX: Limitations**

**Section 9.1 Limitations:** Members are limited by the Bylaws in their capacity to speak or act on behalf of the WCO. The name of the organization, any of its funds or property or the name of any Member in the official capacities shall not be used for any purpose not appropriately related to the promotion of the Mission Statement, Purpose and Objectives of the WCO (as described in Article II of these Bylaws).

**Section 9.2 Financial Gain:** The advocacy of the WCO is not to and shall not be for the purpose of personal gain to any Member. No part of the property owned by the WCO and no part of its assets shall go to the benefit of any such Member, except that the WCO shall be authorized and empowered to pay reasonable compensation for services rendered by a Member and to make payments and distributions in furtherance of the Mission Statement, Purpose and Objectives set forth in Article II of these Bylaws.